

GUIDE TO THE IMPLEMENTATION OF ELECTRONIC TRANSCRIPTS AND STUDENT RECORDS

Pre-Kindergarten Through Postsecondary Edition

Part 5 of 9

Transaction Set 147 Response to Request for Student Educational Record (Transcript)

Authored by Members of the
American National Standards Institute
Accredited Standards Committee X12
Subcommittee A: Education Administration

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Note to User:

The Electronic Transcripts and Student Records suite of formats is made up of five transaction sets:

TS130-Student Educational Record (Transcript)
TS131-Student Educational Record (Transcript) Acknowledgment
TS146-Request for Student Educational Record (Transcript)
TS147-Response to Request for Student Educational Record (Transcript)
TS997-Functional Acknowledgment

The "Guide to the Implementation of Electronic Transcripts and Student Records, Pre-Kindergarten through Postsecondary Edition" provides usage details for the elementary, secondary, and postsecondary education communities. Based on ANSI ASC X12 Version 4 Release 1, the Guide was made available in April 1998.

Part 1--Chapters 1-3: Additional critical information for proper use of the transaction sets as a whole

Chapter 1: Introduction

Chapter 2: ASC X12 Nomenclature

Chapter 3: Acknowledgment Process

Part 2--TS130: Student Educational Record (Transcript)

Part 3--TS131: Student Educational Record (Transcript) Acknowledgment

Part 4--TS146: Request for Student Educational Record (Transcript)

Part 5--TS147: Response to Request for Student Educational Record (Transcript)

Part 6--TS997: Functional Acknowledgment

Part 7--Appendix A: Change Summary

Part 8--Appendix B: Data Element Dictionary

Part 9--Appendix C: Segment Summary

The above documentation is available electronically, free of charge, in Microsoft Word 97 format (.doc), Portable Document Format (.pdf), and Rich Text Format (.rtf) from <http://nces.ed.gov/edi.html> under the "Implementation Documents" link. Bound copies may be purchased from the AACRAO Distribution Center by calling (301) 490-7651 or by fax at (301) 206-9789. The publication order number is 6007.

Documentation for the five transaction sets was developed using SpecBuilder Version 3.2 from EDIfECS Corporation and is downloadable in native SpecBuilder format (.eds) from their web page-<http://www.edifecs.com>. This format provides a navigable version of the transaction sets and is intended to be used as a replacement for the hyper-linked capability provided in the previous version of the Guide. A copy of either SpecViewer (downloadable, free of charge, from the EDIfECS home page) or SpecBuilder (available from EDIfECS) is required to view the native SpecBuilder output. While it is possible to print from either SpecViewer or SpecBuilder, it is suggested that locally printed copies be generated from the .doc, .pdf, or .rtf files since they have been enhanced for that purpose.

A postsecondary edition has been published by the Postsecondary Electronic Standards Council and is available, free of charge, electronically at <http://www.standardscouncil.org/transsets.htm>. Bound copies may be purchased from the AACRAO Distribution Center by calling (301) 490-7651 or by fax at (301) 206-9789. The publication order number is 6006.

147

Response to Request for Student Educational Record (Transcript)

Functional Group=**RZ**

This Draft Standard for Trial Use contains the format and establishes the data contents of a Response to Request for Student Educational Record (Transcript) Transaction Set (147) within the context of an Electronic Data Interchange (EDI) environment. This transaction set is used to advise the requesting institution regarding when the record will be sent or why it will not be sent.

Heading (Table 1):

<u>Pos</u>	<u>Id</u>	<u>Segment Name</u>	<u>Req</u>	<u>Max Use</u>	<u>Repeat</u>	<u>Notes</u>	<u>Usage</u>	<u>Page</u>
010	ST	Transaction Set Header	M	1			Must use	5
020	BGN	Beginning Segment	M	1			Must use	6
030	AAA	Request Validation	M	1		N1/030	Must use	9
040	REF	Reference Identification (Student/Request Identification Numbers)	M	10		N1/040	Must use	10
050	PWK	Paperwork	O	1			Used	12
060	NTE	Note/Special Instruction	O	15			Used	14
LOOP ID - N1			2					
070	N1	Name (Sending/Receiving Institution)	M	1		N1/070	Must use	15
080	N2	Additional Name Information	O	1			Used	17
090	N3	Address Information (Street Address of Sending/Receiving Institution)	O	1			Used	18
100	N4	Geographic Location	O	1			Used	19
110	PER	Administrative Communications Contact	O	1			Used	21
LOOP ID - IN1			15					
120	IN1	Individual Identification	M	1		N1/120	Must use	24
130	IN2	Individual Name Structure Components	M	10			Must use	26
140	SE	Transaction Set Trailer	M	1			Must use	27

Notes:

- 1/030 The AAA segment is used to indicate why the requested record is not being sent.
- 1/040 The REF segment contains the student identification numbers. In addition, one occurrence is used to send back the requestor's transaction set reference number.
- 1/070 The N1 loop identifies the sending and receiving institutions.
- 1/120 The IN1 loop indicates the name of the student.

Note to User:

Segments can carry different connotations depending on their location within the transaction set. Therefore, instructions within a segment are tailored to the segment's relative position.

Valid values for a particular instance of a data element are also highly dependent on the data element's location. Relevant code values for a data element are listed with each occurrence unless the list is very long AND all codes are relevant regardless of location within the transaction set. The country codes for data element 26 in the N4 segment, for example, are only listed in Appendix B. Some code values for some data elements have extended definitions to further explain the usage of the code. Extended definitions are listed only in Appendix B unless required for proper interpretation as is the case with many occurrences of Data Element 1073-Yes/No Condition or Response Code.

A new attribute column, Usage, appears in this version of the Guide. Codes for this column are:

Must Use = must be sent

Used = may be sent but is not required

K12 Only = sent only in elementary/secondary to elementary/secondary transmissions

Postsec Only = sent only in transmissions from postsecondary institutions

Not Used = not used in this transaction set at the current position

Refer to Chapter 2 for a complete description of the columns and codes used in the segment summary and the segment details which follow.

ST Transaction Set Header

Pos: 010	Max: 1
Heading - Mandatory	
Loop: N/A	Elms: 2

To indicate the start of a transaction set and to assign a control number

Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
ST01	143	Transaction Set Identifier Code Description: Code uniquely identifying a Transaction Set <u>Code</u> <u>Description</u> 147 Response to Request for Student Educational Record (Transcript)	M	ID	3/3	Must use
ST02	329	Transaction Set Control Number Description: Identifying control number that must be unique within the transaction set functional group assigned by the originator for a transaction set Note to User: This is the identifying control number assigned and maintained by the sender of the transaction set. This value is assigned by the sender in such a way that it is unique to the transaction being sent. This value must match that in data element SE02. It should be returned in AK202 of TS997 (Functional Acknowledgment).	M	AN	4/9	Must use

Semantics:

1. The transaction set identifier (ST01) used by the translation routines of the interchange partners to select the appropriate transaction set definition (e.g., 810 selects the Invoice Transaction Set).

BGN Beginning Segment

Pos: 020	Max: 1
Heading: Mandatory	
Loop: N/A	Elms: 9

To indicate the beginning of a transaction set

Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
BGN01	353	Transaction Set Purpose Code Description: Code identifying purpose of transaction set <u>Code</u> <u>Description</u> 06 Confirmation	M	ID	2/2	Must use
BGN02	127	Reference Identification Description: Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier Note to User: This transaction is only sent after receiving a TS146 (Request for Student Educational Record (Transcript)) which cannot be honored. The acknowledgment process for the TS146 requires that the value of this element be the same as the ST02/SE02 Transaction Set Control Number of the TS146. Therefore, in this context, the data must have a minimum length of 4 and a maximum length of 9 characters.	M	AN	1/30	Must use
BGN03	373	Date Description: Date expressed as CCYYMMDD. Note to User: This is the date the transaction was originated by the sender.	M	DT	8/8	Must use
BGN04	337	Time Description: Time expressed in 24-hour clock time as follows: HHMM, or HHMMSS, or HHMMSSD, or HHMMSSDD, where H = hours (00-23), M = minutes (00-59), S = integer seconds (00-59) and DD = decimal seconds; decimal seconds are expressed as follows: D = tenths (0-9) and DD = hundredths (00-99) Note to User: This is the time the transaction was originated by the sender.	X	TM	4/8	Used

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
BGN05	623	Time Code Description: Code identifying the time. Note to User: This indicates the time zone or type of time in BGN04. <u>Code</u> <u>Description</u> AD Alaska Daylight Time AS Alaska Standard Time AT Alaska Time CD Central Daylight Time CS Central Standard Time CT Central Time ED Eastern Daylight Time ES Eastern Standard Time ET Eastern Time GM Greenwich Mean Time HD Hawaii-Aleutian Daylight Time HS Hawaii-Aleutian Standard Time HT Hawaii-Aleutian Time LT Local Time MD Mountain Daylight Time MS Mountain Standard Time MT Mountain Time ND Newfoundland Daylight Time NS Newfoundland Standard Time NT Newfoundland Time PD Pacific Daylight Time PS Pacific Standard Time PT Pacific Time TD Atlantic Daylight Time TS Atlantic Standard Time TT Atlantic Time UT Universal Time Coordinate	O	ID	2/2	Used
BGN06	127	Reference Identification Description: Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier	O	AN	1/30	Not used
BGN07	640	Transaction Type Code Description: Code specifying the type of transaction	O	ID	2/2	Not used
BGN08	306	Action Code Description: Code indicating type of action	O	ID	1/2	Not used
BGN09	786	Security Level Code Description: Code indicating the level of confidentiality assigned by the sender to the information following	O	ID	2/2	Not used

Syntax:

C0504 -- If BGN05 is present, then BGN04 is required.

Semantics:

1. BGN02 is the transaction set reference number.
2. BGN03 is the transaction set date.
3. BGN04 is the transaction set time.
4. BGN05 is the transaction set time qualifier.
5. BGN06 is the transaction set reference number of a previously sent transaction affected by the current transaction.

AAA Request Validation

Pos: 030 Max: 1
Heading - Mandatory
Loop: N/A Elms: 4

To specify the validity of the request and indicate follow-up action authorized

Element Summary:

Ref	Id	Element Name	Req	Type	Min/Max	Usage
AAA01	1073	Yes/No Condition or Response Code (Original Request was Valid) Description: Code indicating a Yes or No condition or response Note to User: If the original request (Transaction Set 146) was appropriate (requesting a postsecondary transcript from a postsecondary institution, etc.), then this would be considered a valid request. <u>Code Description</u> N No Y Yes	M	ID	1/1	Must use
AAA02	559	Agency Qualifier Code Description: Code identifying the agency assigning the code values	O	ID	2/2	Not used
AAA03	901	Reject Reason Code Description: Code assigned by issuer to identify reason for rejection Note to User: This indicates why the requested student record cannot or will not be sent. <u>Code Description</u> E1 Requested Record Will Not Be Sent; Cannot Identify the Record E2 Requested Record Will Not Be Sent; Need Student or Parent Permission E3 Requested Record Will Not Be Sent E4 Requested Record Will Not Be Sent; Never Enrolled E5 Requested Record Will Not Be Sent; No Degree Awarded E6 Requested Record Will Not Be Sent; No Grades Posted E7 Requested Record Cannot Be Sent Electronically; Record Resides in Paper Format only which Will Be Sent by Mail	O	ID	2/2	Used
AAA04	889	Follow-up Action Code Description: Code identifying follow-up actions allowed <u>Code Description</u> W Please Wait 30 Days and Resubmit X Please Wait 10 Days and Resubmit Y Do Not Resubmit; We Will Hold Your Request and Respond Again Shortly	O	ID	1/1	Used

Semantics:

1. AAA01 designates whether the request is valid or invalid. Code "Y" indicates that the code is valid; code "N" indicates that the code is invalid.

Comments:

1. If AAA02 is used, AAA03 contains a code from an industry code list.

REF

Reference Identification (Student/ Request Identification Numbers)

Pos: 040 Max: 10
Heading - Mandatory
Loop: N/A Elms: 4

To specify identifying information

Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
REF01	128	Reference Identification Qualifier Description: Code qualifying the Reference Identification Note to User: This is the type of student identification number transmitted in the original request for student record TS 146. <u>Code Description</u> 28 Employee Identification Number 30 United States Government Visa Number 48 Agency's Student Number. This is the number assigned by an agency other than the institution sending the record. 49 Family Unit Number 4A Personal Identification Number (PIN) 50 State Student Identification Number 56 Corrected Social Security Number 57 Prior Incorrect Social Security Number C0 Canadian Social Insurance Number F8 Original Reference Number LR Local Student Identification Number MV Migrant Number SY Social Security Number	M	ID	2/3	Must use
REF02	127	Reference Identification Description: Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier Note to User: This is the student identification number or the reference number from the original request for student record TS146.	X	AN	1/30	Used
REF03	352	Description Description: A free-form description to clarify the related data elements and their content Note to User: This is free-form text description of the student identification number if it was sent in the original request for student record TS146.	X	AN	1/80	Used
REF04	C040	Reference Identifier Description: To identify one or more reference numbers or identification numbers as specified by the Reference Qualifier	O	Comp		Not used

Syntax:

R0203 -- At least one of REF02 or REF03 is required.

Semantics:

1. REF04 contains data relating to the value cited in REF02.

Note to User:

At least one occurrence of the REF segment is required to reflect data received in the TS146 to which the TS147 is a response. One occurrence of the REF segment returns the value received in the BGN02 as the Original Reference Number (REF01='F8'). Additional occurrences may be transmitted reflecting exact duplicates (exclusive of element and segment separators) of as many REF segments received as is deemed necessary for positive identification of the request.

PWK Paperwork

Pos: 050 Max: 1
Heading - Optional
Loop: N/A Elems: 9

To identify the type or transmission or both of paperwork or supporting information

Element Summary:

Ref	Id	Element Name	Req	Type	Min/Max	Usage
PWK01	755	Report Type Code Description: Code indicating the title or contents of a document, report or supporting item <u>Code Description</u> ST Student Educational Record (Transcript)	M	ID	2/2	Must use
PWK02	756	Report Transmission Code Description: Code defining timing, transmission method or format by which reports are to be sent <u>Code Description</u> BM By Mail BW Best Way (Sender's Option) EL Electronically Only FX By Fax	O	ID	1/2	Used
PWK03	757	Report Copies Needed Description: The number of copies of a report that should be sent to the addressee	O	N0	1/2	Not used
PWK04	98	Entity Identifier Code Description: Code identifying an organizational entity, a physical location, property or an individual	O	ID	2/2	Not used
PWK05	66	Identification Code Qualifier Description: Code designating the system/method of code structure used for Identification Code (67)	X	ID	1/2	Not used
PWK06	67	Identification Code Description: Code identifying a party or other code	X	AN	2/20	Not used
PWK07	352	Description Description: A free-form description to clarify the related data elements and their content	O	AN	1/80	Not used
PWK08	C002	Actions Indicated Description: Actions to be performed on the piece of paperwork identified	O	Comp		Not used

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
PWK09	1525	Request Category Code Description: Code indicating a type of request	O	ID	1/2	Not used

Syntax:

P0506 -- If either PWK05 or PWK06 is present, then the other is required.

Comments:

1. PWK05 and PWK06 may be used to identify the addressee by a code number.
2. PWK07 may be used to indicate special information to be shown on the specified report.
3. PWK08 may be used to indicate action pertaining to a report.

Note to User:

This segment is used to indicate that the requested student record will be sent by a transmission method other than EDI.

NTE Note/Special Instruction

Pos: 060	Max: 15
Heading - Optional	
Loop: N/A	Elms: 2

To transmit information in a free-form format, if necessary, for comment or special instruction

Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
NTE01	363	Note Reference Code Description: Code identifying the functional area or purpose for which the note applies	O	ID	3/3	Not used
NTE02	352	Description Description: A free-form description to clarify the related data elements and their content	M	AN	1/80	Must use

Comments:

1. The NTE segment permits free-form information/data which, under ANSI X12 standard implementations, is not machine processable. The use of the NTE segment should therefore be avoided, if at all possible, in an automated environment.

N1

Name (Sending/Receiving Institution)

Pos: 070	Max: 1
Heading - Mandatory	
Loop: N1	Elms: 6

To identify a party by type of organization, name, and code

Element Summary:

Ref	Id	Element Name	Req	Type	Min/Max	Usage
N101	98	Entity Identifier Code (Type of Sender or Receiver) Description: Code identifying an organizational entity, a physical location, property or an individual <u>Code Description</u> AS Postsecondary Education Sender AT Postsecondary Education Recipient KR Pre-kindergarten to Grade 12 Recipient KS Pre-kindergarten to Grade 12 Sender	M	ID	2/3	Must use
N102	93	Name (Institution Name) Description: Free-form name Note to User: This is the free-form name of the institution or agency as commonly used. The N102 data element may be augmented by N2 data segments if the free-form name exceeds 60 characters. This information is redundant if valid codes are sent in N103 and N104.	X	AN	1/60	Used
N103	66	Identification Code Qualifier (Institution Code Qualifier) Description: Code designating the system/method of code structure used for Identification Code (67) Note to User: A crosswalk table for code sets 71, 72, 73, 74, CB and CS is available on diskette from AACRAO at (202) 293-7383. <u>Code Description</u> 71 Integrated Postsecondary Education Data System (IPEDS) set of codes maintained by the U.S. Department of Education's National Center of Education Statistics 72 The College Board's Admission Testing Program (ATP) 73 Federal Interagency Commission on Education (FICE) number. Available from the United States Department of Education 74 American College Testing (ACT) list of postsecondary educational institutions. 77 National Center for Education Statistics (NCES) Common Core of Data (CCD) number for PreK - 12 institutions 78 The College Board and ACT 6 digit code list of secondary educational institutions CB Statistics Canada Canadian College Student Information System Institution Codes CS Statistics Canada University Student Information System University Codes	X	ID	1/2	Used

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
N104	67	Identification Code (Institution Code) Description: Code identifying a party or other code Note to User: This is the institution code from the code set identified in N103.	X	AN	2/80	Used
N105	706	Entity Relationship Code Description: Code describing entity relationship	O	ID	2/2	Not used
N106	98	Entity Identifier Code Description: Code identifying an organizational entity, a physical location, property or an individual	O	ID	2/3	Not used

Syntax:

R0203 -- At least one of N102 or N103 is required.

P0304 -- If either N103 or N104 is present, then the other is required.

Comments:

1. This segment, used alone, provides the most efficient method of providing organizational identification. To obtain this efficiency the "ID Code" (N104) must provide a key to the table maintained by the transaction processing party.
2. N105 and N106 further define the type of entity in N101.

Note to User:

One iteration of this N1 loop describes the sender and the other describes the receiver. In each case it is recommended that in the N1 segment, N103 and N104 be used to identify the institution. If this is not possible, N102 is available for the free-form name of the institution.

N2

Additional Name Information

Pos: 080	Max: 1
Heading - Optional	
Loop: N1	Elms: 2

To specify additional names or those longer than 35 characters in length

Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
N201	93	Name Description: Free-form name	M	AN	1/60	Must use
N202	93	Name Description: Free-form name	O	AN	1/60	Used

Note to User:

This segment can be used to extend the institutional name in those cases where the free-form name exceeds 35 characters in length. It is recommended, however, that this segment not be used if there is a valid code in the N1 segment (N104) since it is probably redundant.

N3

Address Information (Street Address of Sending/Receiving Institution)

Pos: 090	Max: 1
Heading - Optional	
Loop: N1	Elms: 2

To specify the location of the named party

Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
N301	166	Address Information Description: Address information	M	AN	1/55	Must use
N302	166	Address Information Description: Address information	O	AN	1/55	Used

N4

Geographic Location

Pos: 100	Max: 1
Heading - Optional	
Loop: N1	Elms: 6

To specify the geographic place of the named party

Element Summary:

Ref	Id	Element Name	Req	Type	Min/Max	Usage
N401	19	City Name Description: Free-form text for city name	O	AN	2/30	Used
N402	156	State or Province Code Description: Code (Standard State/Province) as defined by appropriate government agency Note to User: Refer to Appendix B for the complete code list.	O	ID	2/2	Used
N403	116	Postal Code Description: Code defining international postal zone code excluding punctuation and blanks (zip code for United States) Note to User: For the United States, use ZIP codes as specified in the U.S. Postal Service Publication 65, Code Set A-5. This is available from the U.S. Postal Service, Washington, DC 20260.	O	ID	3/15	Used
N404	26	Country Code Description: Code identifying the country Note to User: Refer to Appendix B for the complete code list.	O	ID	2/3	Used
N405	309	Location Qualifier Description: Code identifying type of location Note to User: This is a code identifying the type of location. Depending on the value of this code, N406 will be omitted or will contain another code or free form text. Code Description AC City and State CC Country CI City CY County/Parish DR District of Residence F Current Address L Local Address M Mailing Address O Office Address P Permanent Address PT 3 Digit Canadian Postal Code PU 6 Digit Canadian Postal Code RE Regional Education Service Agency SB Suburban SD School District	X	ID	1/2	K12 Only

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
		SH School Campus Code SP State/Province SS School TN Township UR Urban ZZ Mutually Defined				
N406	310	Location Identifier Description: Code which identifies a specific location	O	AN	1/30	K12 Only

Syntax:

C0605 -- If N406 is present, then N405 is required

Comments:

1. A combination of either N401 through N404, or N405 and N406 may be adequate to specify a location.
2. N402 is required only if city name (N401) is in the U.S. or Canada.

Note to User:

For a PreK-Grade 12 record, if the Identification Code Qualifier and Identification Code in N103 and N104 are not the NCES Common Core of Data district/school number, it is recommended that N401-406 be sent.

PER Administrative Communications Contact

Pos: 110 Max: 1
Heading - Optional
Loop: N1 Elms: 9

To identify a person or office to whom administrative communications should be directed

Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
PER01	366	Contact Function Code Description: Code identifying the major duty or responsibility of the person or group named <u>Code</u> <u>Description</u> BP School Principal DN Dental School Admissions Office E2 Evening Programs Office FA Financial Aid Office GA Graduate Fine Arts Office GB Graduate Business Office GC Guidance Counselor GE Graduate Engineering Office GR Graduate Admissions Office LD Law School Admissions Office MD Medical Admissions Office PK Performance Evaluation Committee PS Personnel Department RG Registrar SB Student SK School Clerk SP Special Program Contact SW Social Services Worker TC College of Education Admissions Office TH School of Theology Admissions Office UG Undergraduate Admissions Office VM School of Veterinary Medicine Admissions Office	M	ID	2/2	Must use
PER02	93	Name (Name of Contact Person) Description: Free-form name	O	AN	1/60	Used

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
PER03	365	Communication Number Qualifier Description: Code identifying the type of communication number <u>Code Description</u> AP Alternate Telephone AS Answering Service BN Beeper Number CP Cellular Phone EM Electronic Mail EX Telephone Extension FX Facsimile HF Home Facsimile Number HP Home Phone Number NP Night Telephone OF Other Residential Facsimile Number OT Other Residential Telephone Number PA Appointment Phone PC Personal Cellular PP Personal Phone TE Telephone TL Telex TM Telemail TN Teletex Number VM Voice Mail WC Work Cellular WF Work Facsimile Number WP Work Phone Number	X	ID	2/2	Used
PER04	364	Communication Number Description: Complete communications number including country or area code when applicable	X	AN	1/80	Used
PER05	365	Communication Number Qualifier Description: Code identifying the type of communication number Note to User: Values are listed under PER03.	X	ID	2/2	Used
PER06	364	Communication Number Description: Complete communications number including country or area code when applicable	X	AN	1/80	Used
PER07	365	Communication Number Qualifier Description: Code identifying the type of communication number Note to User: Values are listed under PER03.	X	ID	2/2	Used
PER08	364	Communication Number (Contact Number) Description: Complete communications number including country or area code when applicable	X	AN	1/80	Used
PER09	443	Contact Inquiry Reference Description: Additional reference number or description to clarify a contact number	O	AN	1/20	Used

Syntax:

P0304 -- If either PER03 or PER04 is present, then the other is required.

P0506 -- If either PER05 or PER06 is present, then the other is required.

P0708 -- If either PER07 or PER08 is present, then the other is required.

Note to User:

Since contact or notification data are not needed in routine circumstances, it is suggested that full contact information be provided only if special handling or delivery instructions are needed.

IN1 Individual Identification

Pos: 120 Max: 1
Heading - Mandatory
Loop: IN1 Elms: 7

To provide identification of an individual or entity

Element Summary:

Ref	Id	Element Name	Req	Type	Min/Max	Usage
IN101	1065	Entity Type Qualifier Description: Code qualifying the type of entity Note to User: This indicates whether the entity described is a person or a non-person (such as an agency). <u>Code Description</u> 1 Person	M	ID	1/1	Must use
IN102	1107	Name Type Code Description: Code identifying the type of name <u>Code Description</u> 01 Given Name (Name at Birth) 02 Current Legal 03 Alias 04 Name of Record 05 Previous Name 07 Married Name 08 Professional Name	M	ID	2/2	Must use
IN103	98	Entity Identifier Code Description: Code identifying an organizational entity, a physical location, property or an individual <u>Code Description</u> S2 Student	O	ID	2/3	Used
IN104	128	Reference Identification Qualifier Description: Code qualifying the Reference Identification <u>Code Description</u> 28 Employee Identification Number 30 United States Government Visa Number 48 Agency's Student Number. This is the number assigned by an agency other than the institution sending the record. 49 Family Unit Number. This is a number assigned to siblings within the same family. 4A Personal Identification Number (PIN) 50 State Student Identification Number. This is a student number assigned by the state education agency to students enrolled in state schools. 56 Corrected Social Security Number 57 Prior Incorrect Social Security Number C0 Canadian Social Insurance Number LR Local Student Identification Number MV Migrant Number. This number was assigned by the national Migrant Student Records Transfer System. SY Social Security Number ZZ Mutually Defined	X	ID	2/3	Used

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
IN105	127	Reference Identification Description: Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier	X	AN	1/30	Used
IN106	1069	Individual Relationship Code Description: Code indicating the relationship between two individuals or entities	O	ID	2/2	Not used
IN107	1131	Level of Individual, Test, or Course Code (Parent/Guardian Education Level) Description: Code identifying level of course, test, or student	O	ID	2/2	Not used

Syntax:

P0405 -- If either IN104 or IN105 is present, then the other is required.

Semantics:

1. IN101 defines entity type (person or nonperson).
2. IN102 defines type or usage of name.
3. IN103 defines role of entity. If IN103 equals "03", then IN106 is required.
4. IN104 identifies number type in IN105 as Social Security or Tax ID.
5. IN106 defines type of dependent relationship.

Note to User:

Complete and proper identification of the student whose educational record was requested is of utmost importance. Careful attention to this segment will assist the requesting institution in matching this response to the correct student.

A postsecondary institution will not send IN103 through IN107, although it may receive a PreK - Grade 12 record with IN04 and IN05.

IN2

Individual Name Structure Components

Pos: 130 Max: 10
Heading - Mandatory
Loop: IN1 Elms: 2

To sequence individual name components for maximum specificity

Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
IN201	1104	Name Component Qualifier	M	ID	2/2	Must use
		Description: Code identifying the type of name component				
		<u>Code</u> <u>Description</u>				
		01 Prefix				
		02 First Name				
		03 First Middle Name				
		04 Second Middle Name				
		05 Last Name				
		06 First Initial				
		07 First Middle Initial				
		08 Second Middle Initial				
		09 Suffix				
		12 Combined (Unstructured) Name				
		15 Maiden or former name				
16 Composite name (used if the name cannot be broken into separate parts)						
17 Middle Names						
18 Preferred First Name or Nickname						
IN202	93	Name Description: Free-form name	M	AN	1/60	Must use

Semantics:

1. IN201 defines the component of a structured name.

Note to User:

This segment is used to provide the receiving educational institution (recipient of the response to request) with complete identification of the name of the individual student whose records were requested. It can also be used to send the names of adults or agencies responsible for students in the PreK-Grade 12 sector. The absence of this segment is likely to invalidate the usefulness of the record by the receiving institution or agency, since the primary means of identification in many environments is the student's name. Some students may not have other means of identification that would be significant for the receiving institution.

Each occurrence of the IN2 qualifies a name component or the full name appearing in IN202.

SE

Transaction Set Trailer

Pos: 140	Max: 1
Heading - Mandatory	
Loop: N/A	Elms: 2

To indicate the end of the transaction set and provide the count of the transmitted segments (including the beginning (ST) and ending (SE) segments)

Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
SE01	96	Number of Included Segments Description: Total number of segments included in a transaction set including ST and SE segments	M	N0	1/10	Must use
SE02	329	Transaction Set Control Number Description: Identifying control number that must be unique within the transaction set functional group assigned by the originator for a transaction set Note to User: This should contain the same value as that transmitted in ST02.	M	AN	4/9	Must use

Comments:

1. SE is the last segment of each transaction set.

